

REVENUE DEPARTMENT



JOB ANNOUNCEMENT

		POSTING DATE 06/28/06	
		ANNOUNCEMENT NUMBER 094-06	CLOSING DATE 07/6/06
JOB TITLE/JOB CODE NUMBER Administrative Assistant 60104 Unclassified	PAYGRADE 012	SALARY RANGE (MONTHLY) \$2,157.94 - \$3,787.78	POSITION # 00124214
DIVISION Processing Center	UNIT NAME/LOCATION Director's Office/Tradeport		

THIS ANNOUNCEMENT IS OPEN TO:

- A. ☒ **CURRENT QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES ONLY.**
- B. ☐ **CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES.**
- C. ☐ **CURRENT AND FORMER QUALIFIED REGULAR REVENUE DEPARTMENT EMPLOYEES, AND CURRENT TEMPORARY OR HOURLY EMPLOYEES WITH AT LEAST SIX MONTHS OF EMPLOYMENT IN THE DEPARTMENT OF REVENUE IN THE PAST TWO YEARS WHO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION AND WHO HAVE SUCCESSFULLY PASSED THE APPLICABLE MERIT SYSTEM TEST IF REQUIRED.**
- D. ☐ **CURRENT AND FORMER QUALIFIED REGULAR STATE EMPLOYEES.**
- E. ☐ **EXISTING LIST OF MERIT SYSTEM JOB SITE AVAILABLE APPLICANTS.**
- F. ☐ **PUBLIC ANNOUNCEMENT** - Georgia Merit System Job Site <http://thejobsite.org/>
- G. ☐ **ALL QUALIFIED APPLICANTS.**

SUBMIT TWO COMPLETED MERIT SYSTEM APPLICATIONS OR RESUMES POSTMARKED OR HAND DELIVERED NO LATER THAN THE CLOSING DATE.

Applications should be submitted to: Georgia Department of Revenue
Human Resources, Suite 2225
1800 Century Blvd., NE
Atlanta, Georgia 30345-3205

If you need an accommodation, due to a disability, for any part of the employment process, please contact the Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD)

GENERAL NATURE OF DUTIES/RESPONSIBILITIES ASSIGNED TO THIS POSITION

Provides professional-level administrative support to management which requires exercise of independent judgment and initiative. Assists in the operation, management and planning of the division, coordinates meetings and agendas. Represents supervisor in both internal and external settings. May supervise administrative staff.

MINIMUM TRAINING AND EXPERIENCE

Training and experience leading to demonstrated competencies in the provision of administrative functions to support division management. This includes reading rules, regulations, policies, contracts or other technical material to apprise management of significant changes; writing correspondence, technical reports, performing basic mathematical functions such as addition, subtraction, multiplication, percentages; communicating technical information to internal and external customers tactfully; facilitating interpersonal relations with colleagues, supervisors and subordinates. Procures supplies, equipment and services for a division; determining how best to resolve problems by identifying the appropriate level of responsibility for decision making within an organization. Displays a professional image and a high level of ethical conduct; sets priorities, completes assignments in a timely manner, and appropriately evaluates own progress toward completion of work goals; determines objectives and strategies to achieve organizational goals. Provides effective customer service; uses computer information technology such as word processing and spreadsheets to produce work products; adapts quickly to change; possesses the ability to conduct research functions. Typically persons with such competencies would possess a bachelor's degree from a four-year college or university or three years of work experience at the professional or paraprofessional level.

PREFERRED QUALIFICATIONS

Ability to effectively communicate thoughts, ideas, and facts orally and in writing. Ability to accept changes in job requirements, schedules or work environments as needed to perform assignments. Ability to anticipate changes and to take initiative to learn new skills. Demonstrated commitment to excellence in quality service to both internal and external customers. Ability to work cooperatively and effectively with a diverse group of individuals (applicants, employees, executive team members, etc.). Ability to actively provide information and suggestions to assist callers and visitors to the Director's Office. Ability to plan, prioritize, set goals, establish standards, coordinate tasks, meet deadlines, and track progress. Ability to work independently with minimum direction or structure and persist in challenging or difficult tasks. Demonstrated commitment to the Director's mission, vision, and values. Good problem-solving skills; ability to develop more than one solution to a given problem. Maintains professional appearance and positive friendly demeanor to all. Experience working with personnel actions, writing performance plans, and advising employees of personnel policies. Ability to meet the terms and conditions for employment with the Processing Center.

COMMENTS

Due to the large volume of applications received by this office, only those applicants selected for interview will be notified of the final applicant selection.